

MINUTES
STATE LIBRARY BOARD MEETING
December 12, 2017

The State Library Board met December 12, 2017 in Conference Room D of the State Library, 274 East First Avenue, Columbus, Ohio 43201.

CALL TO ORDER

The business meeting was called to order at 10:00 a.m. State Library Board members present were: Ms. Krista Taracuk, President; Ms. Laurie Gemmill Arp, Vice-President; Mr. Michael Merz; Dr. Tracy Najera; and Ms. Beverly Cain, Secretary.

Visitors present were: Amy Pawlowski, OhioLINK; Caitlin Lloyd, Mechanicsburg Public Library; Mandy Knapp, OPLIN; Jason Buydos, Louisville Public Library; Derek Zoladz, OhioNET, Emily Callan, Louisville Public Library; Tracy Martin, Cleveland Public Library; Bill Menker, Washington-Centerville Public Library; Marina Marquez, Cleveland Public Library; Paula Brehm-Heeger, Public Library of Cincinnati and Hamilton County; and Michelle Francis, OLC.

State Library staff members present were: Bill Morris, Julia Ward, Jen Johnson, Stephanie Herriott, Missy Lodge, Penelope Shumaker, Cindy Boyden, Anne Kennedy, John Stewart, Kirstin Krumsee, Ann Watson, Dianna Clark, Marsha McDevitt-Stredney, Nicole Merriman, Tracy Grimm, Evan Struble, Janet Ingraham Dwyer, Gregory Gassman, Andy Ingraham Dwyer, Jamie Pardee, and Phil Willke.

APPROVAL OF MINUTES

Mr. Merz moved (M-38-17) that the minutes of the October 26, 2017 Board meeting be approved.

Ms. Arp seconded the motion. The motion passed with Ms. Taracuk, Ms. Arp, Mr. Merz, and Dr. Najera voting "aye."

PUBLIC PARTICIPATION

There was no public participation.

LSTA REPORT

LSTA Competitive Grants

Cindy Boyden, LSTA Coordinator, presented the Board with a short introduction to the competitive grants being brought before the Board for approval. Grants were offered in the categories of Outreach and Partnerships, Data Management and Analytics, Literacy, and STEM or STEAM for up to \$50,000. Five of the thirteen submitted proposals were recommended for funding with a total request of \$144,915.

Literacy

Caitlin Lloyd, Youth Services Librarian at Mechanicsburg Public Library, presented the Board with a proposal to purchase AWE Learning Early Literacy Stations preloaded with learning software, a table, chairs and staff training of the software to help promote preschool and elementary literacy for children ages two through eight. Library staff will be trained on the programs and how to connect items in the library's collection with lessons in the programs. The library will market the resource to the local school, homeschool groups, and parents. Mr. Merz asked if there will be collaboration with the public schools for measurement of kindergarten readiness and Ms. Lloyd explained that the library is working with the schools to see if there is a

way to collaborate. Mr. Merz asked if upgrades are available for the software and Ms. Lloyd said that there are. Ms. Arp asked if the schools were excited about the equipment and Ms. Lloyd said that they are.

Mr. Merz moved (M-39-17) that a Library Services and Technology Act (LSTA) grant in the amount of \$6,833 from FFY17 carryover funds be awarded to Mechanicsburg Public Library for a Literacy project for the period of January 1, 2018 – September 30, 2018.

Dr. Najera seconded the motion. The motion passed with Ms. Taracuk, Ms. Arp, Mr. Merz, and Dr. Najera voting “yes.”

Outreach and Partnership

Tracy Martin, Grants and Development Coordinator, and Marina Marquez, Learning and Education Coordinator at Cleveland Public Library presented the Board with a proposal to curate a new Book Box, which is a mini library where patrons can pick up and check out library materials, to increase the outreach and visibility of the library in the community. The Book Box will be located on the city’s west side at the popular Edgewater Live concert series. Cleveland Public Library expects one year attendance to surpass 2,000 patrons. Ms. Arp asked what hours the Book Box would be staffed. Ms. Martin explained that the Book Box will be open during events from 4-9 p.m.

Jason Buydos, Director of Louisville Public Library, presented the Board with a proposal to create a Sensory Strategy Program at the library that will benefit the underserved special needs community. The library’s strategy focuses on creating a multi-sensory environment and programming that will open a new world for participants and families dealing with mental disabilities, developmental delays, and autism. The intended impact is that the program and socialization will allow those participating to improve development of thought, intelligence, speech, and social skills at the library. Mr. Buydos said that Louisville Public Library will be the first in Ohio to actively serve this population. Ms. Arp asked if Mr. Buydos saw this as a model for other libraries and Mr. Buydos said that he very much does. Dr. Najera said it sounded like there are a lot of stakeholders in the community who have been providing input and Mr. Buydos explained that there are.

Paula Brehm-Heeger, Chief Strategy and Technology Officer at Public Library of Cincinnati and Hamilton County, presented the Board with a proposal to purchase a Laptop Anytime Kiosk that will dispense laptops at the Carnegie Center of Columbia Tusculum offering technology to two Hamilton County neighborhoods, Columbia Tusculum and the East End, which have no neighborhood public library. A small collection will also be available at the location. The library hopes that this project will expand the presence of the library to this population and serve their technology needs. Ms. Taracuk asked if there would be a problem with damage or missing items, and Ms. Brehm-Heeger explained that if a laptop is not working properly, it will not be dispensed to patrons, and there is an anti-theft plan in place. Dr. Najera asked if patrons will be using laptops onsite, and Ms. Brehm-Heeger explained that they cannot leave the building and have a four-hour loan. Ms. Arp asked if this is a trial to see if a library branch is needed or if it’s a partnership with the Carnegie Center and Ms. Brehm-Heeger explained that it was both. Ms. Cain said that Licking County Library’s Library-in-a-Box may be something to investigate in the future. Dr. Najera asked if patrons can get help from staff via chat and Ms. Brehm-Heeger said

that staff are available via chat on the library's webpage and Carnegie Center staff will have a direct line to call someone for assistance as well.

Dr. Najera moved (M-40-17) that Library Services and Technology Act (LSTA) grants from FFY17 carryover funds be awarded to the following libraries in the specified amounts for Outreach & Partnership projects for the period of January 1, 2018 – September 30, 2018:

Cleveland Public Library	\$50,000
Louisville Public Library	\$50,000
Public Library of Cincinnati and Hamilton County	\$28,670

Mr. Merz seconded the motion. The motion passed with Ms. Taracuk, Ms. Arp, Mr. Merz, and Dr. Najera voting "yes."

STEM

Bill Menker, Adult Services Team Leader at Washington-Centerville Public Library, presented the Board with a proposal to purchase maker programming kits for a wide variety of ages. The kits will provide hands-on learning opportunities by having access to equipment, supplies, and instruction that may not be easily accessible elsewhere. Activities will blend design, engineering, fabrication, and education which all engage STEM principles. Ms. Taracuk asked if there would be classes available and Mr. Menker explained that there would be two per month. Dr. Najera asked if there would be additional staff training and Mr. Menker said that there would be. Ms. Arp asked if community members would be volunteering with the project and Mr. Menker said that there was interest in that expressed through a survey.

Mr. Merz moved (M-41-17) that a Library Services and Technology Act (LSTA) grant in the amount of \$9,412 from FFY17 carryover funds be awarded to the Washington-Centerville Public Library for a STEM project for the period of January 1, 2018 – September 30, 2018.

Ms. Arp seconded the motion. The motion passed with Ms. Taracuk, Ms. Arp, Mr. Merz, and Dr. Najera voting "yes."

Public Library Automation

Ms. Boyden presented the Board with a Public Library Automation proposal from Galion Public Library Association. The library is joining the COOL Consortium.

Dr. Najera moved (M-42-17) that a Library Services and Technology Act (LSTA) grant in the amount of \$20,584 from FFY17 carryover funds be awarded to Galion Public Library Association for a Public Library Automation project for the period of January 1, 2018 – September 30, 2018.

Mr. Merz seconded the motion. The motion passed with Ms. Taracuk, Ms. Arp, Mr. Merz, and Dr. Najera voting "yes."

Diversity Pathway OhioLINK Grant

Missy Lodge, Associate State Librarian for Library Development, explained to the Board that the need to increase diversity in libraries has been a great concern over the years at all levels, but there hasn't been a lot of action. Miami University Libraries, on behalf of the OhioLINK library community, is requesting \$20,000 for a planning grant to help support the development of a state-based diversity workforce initiative for the library profession. Amy Pawlowski and Gwen Evans from OhioLINK presented the Board with their plan. They explained that they hope to encourage under-represented groups to explore the library profession. They hope the project will be a model to be replicated. DeEtta Jones and Associates (DJA) will be contracted to implement the project. Mr. Merz asked if DJA is Ohio-based. Ms. Pawlowski explained that it is not, but is nationally known. Dr. Najera asked if the goal is to create a high school to college career pathway. Ms. Pawlowski explained that diverse people come to Ohio for school and do not stay, so there is a goal to get people to stay in Ohio. Ms. Arp asked if there will be cultural institution partnerships, and Ms. Pawlowski said that is a possibility. Dr. Najera recommended contacting the Ohio Department of Education.

Ms. Arp moved (M-43-17) that a Library Services and Technology Act (LSTA) grant in the amount of \$20,000 from FFY17 carryover funds be awarded to Miami University Libraries for a Diversity Pathway/Training Project for the period of January 1, 2018 – September 30, 2018.

Dr. Najera seconded the motion. The motion passed with Ms. Taracuk, Ms. Arp, Mr. Merz, and Dr. Najera voting “yes.”

STATE LIBRARIAN'S REPORT

Board Development Topics for 2018

Ms. Cain presented the Board with the following schedule for Board Development for 2018:

January 18, 2018—Training

- Overview of the State's new Sexual Harassment Training Initiative for leadership

May 17-18, 2018—Board Retreat

- Cuyahoga County Public Library—exact location TBD

July 19, 2018—Library Leadership Ohio—Quest Conference Center

- Get to know the newest class of library leaders

October 18, 2018

- The SEO Library Center and Consortium in Caldwell, OH.

The Board agreed to these topics for 2018.

UNFINISHED BUSINESS

There was no unfinished business

NEW BUSINESS

Knight Foundation Grant and Ohio Digital Network Update

Jen Johnson, Ohio Digital Network Project Coordinator, provided the Board with an update on the Ohio Digital Network, Ohio's Digital Public Library of America (DPLA) service hub. She explained that DPLA was launched in 2013. It is a portal and platform and it does not own the rights or licenses to included materials. There are currently 18,436,032 items in DPLA. There are 32 curated exhibitions and 120 primary source sets available. For the Ohio service Hub, thirty-

five members are a part of phase one. To date, Ohio has 36,000 of the 50,000 items required for the initial harvest. Ms. Johnson explained that the State Library was awarded a Knight Foundation grant available to move the hub forward. Part of the grant requirements are to work with an institution which has or had a Knight newspaper. For Ohio, that is Akron. The State Library is working with Akron-Summit County Public Library to have their Ohio Ballet collection digitized and added to Ohio Digital Network. The State Library also contracted with 427 Design for branding, logo, and website design for Ohio Digital Network. Ms. Johnson unveiled the new website to the Board. Ms. Arp asked how metadata gathering is going, and Penelope Shumaker, Metadata Librarian, explained that everything is running smoothly.

Mr. Merz moved (M-44-17) that a grant in the amount of \$19,500 from Fiscal Year 2018 within ALI 350-603 (Library Service Charges) be awarded to 427 Design Company for the Knight Foundation Grant for the period of December 12, 2017 – January 31, 2018.

Dr. Najera seconded the motion. The motion passed with Ms. Taracuk, Ms. Arp, Mr. Merz, and Dr. Najera voting “yes.”

Circulation Policy Update

Ann Watson, Associate State Librarian for Library Services, presented the Board with an updated Circulation Policy. Ms. Watson explained that the policy has not been updated since 1993. Mr. Merz asked if the policy should track the statute from the Public Records Act dealing with confidentiality. Mr. Merz recommended changing the language to track the statute in section IV of the policy. Ms. Watson agreed to make the recommended changes to the policy.

Mr. Merz moved (M-45-17) to adopt to adopt the revised State Library of Ohio Circulation Policy as amended. Lending policies in effect at the State Library of Ohio are subject to review by the State Library Board. These policies are intended to make the largest possible number of materials available to the largest possible number of customers. The ongoing role of the State Library of Ohio is to serve the citizens of Ohio by fulfilling the information needs of state government agencies, supporting services of other libraries in the state and providing direct public services as appropriate. The following proposed Policy will go into effect January 1, 2018:

Lending policies in effect at the State Library of Ohio have been adopted and are subject to review by the State Library Board. These policies are intended to make the largest possible number of materials available to the largest possible number of customers.

I. Purpose

The ongoing role of the State Library of Ohio is to serve the citizens of Ohio by fulfilling the information needs of state government agencies, supporting services of other libraries in the state and providing direct public services as appropriate.

II. Mission & Vision

VISION:

The vision of the State Library of Ohio is a Smarter Ohio where every Ohioan can access the necessary resources to be engaged citizens, excel at their jobs, participate in the workforce, and pursue their passions and interests.

MISSION:

The State Library of Ohio ensures a smarter Ohio by managing the delivery of services through three channels:

1. Directly, by building and managing quality collections and providing hands-on service to state government.
2. Cooperatively, through collaborative efforts and information sharing networks within the library community.
3. Virtually, through online and on-the-go access to expert assistance, digitized resources, and a vast selection of electronic materials.

III. Who Can Use the Library and How to Get a Library Card

If you are a State Employee, you can register online [<https://library.ohio.gov/using-the-library/get-a-library-card/>] or in person. State Employees must provide their complete work contact information.

Ohio Residents who are eighteen years of age or older may borrow materials directly from the State Library. If you are an Ohio Resident, you can register online [<https://library.ohio.gov/using-the-library/get-a-library-card/>] or in person. A physical library card will be sent to Ohio Residents registering online to verify that the address and information provided on the web form is correct.

Ohio Residents wanting to use their library card immediately must register in person at the State Library of Ohio and show proof of address, i.e. driver's license, state ID, recently postmarked bill, etc. Customers listing a post office box as a mailing address must also provide their resident address.

Once a person registers, they will receive a Unique Patron ID number. This nine-digit number, which is the last nine digits of the barcode listed on the back of the library card, can be used to log in to your online account.

IV. Customers' Right to Privacy & Confidentiality of Library Records

Customers are to be afforded privacy in the selection and use of library books, materials and information resources and services. Inquiries are made of a customer as to the purpose of his/her request *only* to assist in identifying suitable materials.

It is the policy of the State Library of Ohio that personally identifiable information contained in its circulation records shall be confidential. No information concerning an individual customer's library records, or the contents of customers' records or the frequency or nature of questions asked by the customers, will be divulged by the library to any individual, corporation, institution, government, or agency without a subpoena, search warrant, or other court order. Upon receipt of such subpoena, search warrant, or court order, the State Librarian will consult with the Attorney General to determine if such process, order, or subpoena is in proper form and whether there is a showing of good cause for its issuance.

For more detailed information, please refer to the State Library of Ohio Privacy Policy Statement.

[<https://library.ohio.gov/about/policiesandstatements/#Statements>]

All Library Services staff and all Circulation and/or Interlibrary Loan staff are responsible for maintaining the strict confidentiality of customers' library records. Any staff member asked for personally identifiable information contained in the Library's records will politely refuse to divulge the information and refer to the Privacy Policy Statement. Any problems should be referred to the Associate State Librarian for Library Services in the State Librarian's Office.

V. Borrowing, Renewing and Returning Information

The State Library of Ohio collection contains government documents and materials on business, management, education, health, criminal justice, and other areas of interest to state government, which circulate to the public on a walk-in basis.

Non-circulating Library Materials

The following materials are non-circulating. Materials may be used at the library.

- Reference materials
- Materials in poor or fragile condition.
- Print newspapers and periodicals
- Microforms
- Special Collections materials

The State Library of Ohio also participates in Interlibrary Loan with Ohio libraries and out-of-state libraries for State Employees only.

Borrowing & Renewing

State Library items circulate for twenty-one (21) days. The circulation period is the same for all library customers.

The renewal period for all customers is twenty-one (21) days and can be renewed as long as no holds have been placed by other customers. All library customers will be able to have unlimited renewals (providing there are no holds on the material) and the library customer account is in good standing.

To renew your books online, access your account at [\[https://catalog.library.ohio.gov/patroninfo/%20\]](https://catalog.library.ohio.gov/patroninfo/%20), enter your name and your Unique Patron ID number (the last nine digits of the barcode on the back of your library card), and click submit.

Once you have logged into your account:

- 1 View **Checked Out Items**
2. Select the books you want to renew
3. Click **Renew**

If you are able to renew your item, a new due date will appear in the status column; if you cannot renew your item, a flag will appear indicating that the item could not be renewed. You may also renew books by calling the State Library Circulation & Special Services Department at 614-644-6950.

Returning

State Employees: Please note that library materials may be returned through Inter-Office mail AT YOUR OWN RISK. The State Library is not responsible for library materials lost in Inter-Office mail.

Address for returning books:
State Library of Ohio
274 E. First Ave, Suite 100
Columbus, Ohio, 43201

The Library is open from 8:00am – 5:00pm Monday – Friday and closed on weekends and all state holidays. The State Library provides a book drop, located outside the building in the parking lot, for returning materials when the library is closed.

VI. Overdue Notices

Overdue notices will be sent at the time an item is overdue, following the Notice Schedule outlined below. The final notice will be for notification that the customer's library account has been blocked from any further transactions. The customer's account will remain blocked until the overdue item has been returned, a replacement fee has been paid, or a replacement copy of the book has been provided to the State Library of Ohio.

Notice Schedule:

- First Notice sent one (1) day after the original due date.
- Second Notice sent sixteen (16) days after the original due date.
- Third Notice sent thirty-one (31) days after the original due date.
- Fourth Notice sent forty-six (46) days after original due date.
- Fifth and Final Notice sent sixty-one (61) days after original due date. Note: Library account will be blocked at Fifth (5th) Notice.

VII. Library Account Blocks

Customers who disregard notices recalling library materials for other users, who disregard library notices requesting return of materials obtained by Interlibrary Loan or who have unreturned, non-renewed library materials, will be blocked from further borrowing.

Customers will receive four (4) late, overdue notices (see Notice Schedule above) before their library account will be blocked. Once material(s) are returned to the State Library and checked-in, the block will be removed from the customer's account.

VIII. OhioLINK Access

The State Library is a member of OhioLINK (Ohio Library and Information Network). As such, State Library customers have access to circulating collections of the other OhioLINK member libraries across the state. Borrowing privileges for State

Library of Ohio customers to access the collections of other OhioLINK member libraries are granted by the State Library.

An OhioLINK customer is any registered, valid borrower from any OhioLINK member library. OhioLINK customers must be registered and in good standing at their local institution. All rules for OhioLINK customers are based on statewide policies adopted by the OhioLINK Library Advisory Council.

Additional information about borrowing materials through OhioLINK is available on their website at: [https://www.ohiolink.edu/content/frequently_asked_questions].

As an OhioLINK member library, the State Library of Ohio agrees to abide by OhioLINK Patron Initiated Inter-Institutional Circulation Policies as revised January 2008 (see Appendix A) and any subsequent revisions formally approved by the OhioLINK Library Advisory Council.

OhioLINK access for Ohio Residents

Basic access to OhioLINK is provided to Ohio Residents who have a State Library card. In order to provide expanded service through OhioLINK the State Library considers Ohio Residents, who are not State Employees, as “courtesy borrowers” who therefore are eligible for up to five (5) OhioLINK loans at any given time. This designation meets the requirements of the OhioLINK Patron Initiated Inter-Institutional Circulation Policies as revised January 2008. (see Appendix A).

OhioLINK book borrowing & renewing information

OhioLINK books circulate for twenty-one (21) days. OhioLINK books may be renewed up to six times for an additional twenty-one (21) days, as long as no holds have been placed by other customers. OhioLINK media circulate for seven (7) days with renewals permitted. OhioLINK books will be delivered by courier to the State Library, usually within three to five working days.

By mutual agreement, blocks placed by OhioLINK member libraries shall be honored by the State Library of Ohio. Blocks placed by the State Library of Ohio shall be honored by OhioLINK member libraries.

IX. Library Customers’ Responsibilities

1. Customers are responsible for library materials until the borrowed materials have been returned, received and checked-in by State Library staff.
2. Customers are responsible for reading and responding to all notices promptly.
3. Customers are responsible for notifying the State Library of Ohio of address and contact information changes.
4. Customers are responsible for returning library materials on or before the designated due date.
5. Customers are responsible for renewing library materials on or before the due date. Customers may renew library materials online

<https://library.ohio.gov/using-the-library/borrow-renew-return/>], by phone (614-644-6950), or in person.

6. Customers are responsible for paying for or replacing State Library owned library materials that are lost or damaged while in their possession, or while in transit.
7. Lost Books: If a customer has lost a book, their library account will be blocked until the item is found and returned OR a replacement fee or replacement copy of the book has been obtained. Customers may replace a lost item with a copy of the same title, or another title acceptable to the library as defined by the State Library. Customers may also pay the State Library a replacement fee of \$35.72 for the lost item. Customers with a lost book should contact the Manager of Circulation & Special Services at 614-644-6950.
8. Customers are responsible for charges on OhioLINK materials as indicated in the statewide policies adopted by the Library Advisory Council (see Appendix A).
9. Customers are responsible for the following OhioLINK statewide policies as indicted in Appendix A when requesting library materials through the OhioLINK central catalog and/or electronic resources.
10. Lost State Library of Ohio materials loaned to OhioLINK customers will be billed in accordance with the billing rate and schedule as established by the OhioLINK Library Advisory Council which is included in Appendix A of this policy.

Revised December 2017

Appendix A

OhioLINK

Inter-Institutional Circulation Policies

OhioLINK Patron Initiated Inter-Institutional Circulation Policies as revised January 2008
The assumptions and parameters which follow apply only to OhioLINK loans; they need not affect local Circulation/ILL policies or practices. The Library Advisory Council has confirmed the following as the guiding principles for OhioLINK Online Circulation.

1. Institutions are encouraged to make available for circulation as many of their holdings as possible.
2. Courtesy borrowers should be limited to five outstanding OhioLINK loans at any given time.

This document has been reviewed, revised, and approved by the Library Advisory Council.

1. Loan Length—21 days for all patron types except faculty, 7 days for media. Faculty may check out non-media items for 42 days.
2. Paging slips will be run at a minimum at each institution daily, Monday through Friday. All materials are to be pulled and ready for U.S. Cargo pickup within one business day. If the material is not found, the paging slip can be held one additional day for possible retrieval before canceling with re-request.
3. Renewals—Up to 6 renewals of 21 days each for most patrons or 42 days each for faculty on books as long as no holds have been placed on the item. 7-day media has 3 renewals.

4. Recalls—Materials will be recalled only for Course Reserve use; materials may be recalled from any patron type.
5. Hold Requests—When there are no available copies, the system may allow one hold to be placed. If one hold already exists, the request will be canceled and the user will see the cancellation notice on his or her patron's record stating that the request cannot be filled within OhioLINK and suggesting they use Interlibrary Loan at their library. Holds will not be placed if the existing checked out items are not more than 10 days overdue or the due date is not more than 10 days in the future.
6. Priority—Requests will be filled in the order received.
7. Missing in Transit—If in-transit materials cannot be located at either location, a search list may be generated for statewide distribution and searching.
8. Reserve—Materials borrowed through OhioLINK will not be placed on reserve at the borrowing institution, unless special arrangements in support of distance learning have been made.
9. ILL—Materials available through OhioLINK online requesting will not be requested or filled through traditional interlibrary loan services.
10. Patron Records—Complete patron records will be kept only at the home institution of the patron. Only authorized staff at that library may change, update, or enter patron records for their borrowers. Only staff at the home library may override blocks for their borrowers. No information will be kept in the central database.
11. Load Balancing—An attempt will be made to balance lending and borrowing over the course of time at each institution unless that institution chooses to be a net lender. To balance lending and borrowing, central site software may be manipulated annually by OhioLINK staff. The selection of the copy to be sent to a borrower should be randomized by the system to balance lending and borrowing. The patron will not be able to designate which copy is to be borrowed unless the title has one or more volumes attached to it. Circulation staff may override this rule in order to borrow a specific copy when deemed appropriate.
12. Charges—All OhioLINK patrons will be charged late fees at the rate of \$.50 per day (\$2.00 per day for failure to return a recalled item promptly). The maximum fine per item is \$15.00. The patron's home library will be responsible for notifying its patrons of overdue materials and fees accrued. A lost book replacement charge of \$75.00 will be billed to the patron who does not return an OhioLINK loan 30 days after the due date. A \$50.00 processing fee will also be included on these lost book invoices. Only the replacement fee is canceled when the item is returned. The patron's home library will keep the monies collected for all late fees and replacement and processing costs.
13. New Materials—New materials will be automatically available for any OhioLINK borrower as soon as it is available to local patrons for circulation. If

the material is ordered for a specific patron, the patron should place a hold on that order. Otherwise, new material should circulate through OhioLINK. Patrons at the owning institution will not have sole access for x period of time before other OhioLINK institutions can borrow the item.

14. Availability of Materials—Coding in local records should accurately reflect whether or not the item is requestable.

Further clarification of policies regarding OhioLINK and circulation may be found in the OhioLINK Distance Learning Policy and the Interlibrary Loan Policy.

Ms. Arp seconded the motion. The motion passed with Ms. Taracuk, Ms. Arp, Mr. Merz, and Dr. Najera voting “yes.”

LUNCH

The Board and staff ate lunch and informally discussed matters related to the meeting.

ADJOURNMENT

There being no further items for discussion, the Board adjourned by common consent at 12:12 p.m.

President

Secretary

BC/jmw